Texas A&M University Texarkana
International Travel – Export Control Screening

Name of person traveling outside the US:

Dept: Phone #:   Email:

Name/Phone # of person completing this form:

Dates of Travel: Date of Request: Is Request 14 days in Advance:

All requests for travel to non-High Risk areas MUST be requested not less than **14 days before** date of departure. For travel to High Risk areas, the request MUST be submitted not less than 60 days before date of departure.

Please answer ALL questions on this form – incomplete forms will result in rejected travel approval.
For help filling out this form, see the Export Control Manual under Travel web site or contact the Office of Research Control at 3005 or Office of Compliance and Risk Management at 6755.

1. Do you plan to travel to Cuba, Iran, North Korea, Syria, Sudan Libya or any other country potentially under embargo or sanctions? If yes, a license may be required or travel may be prohibited. For an up-to-date listing of current travel warnings, click here: http://assets.system.tamus.edu/files/safety/pdf/travelrisk.pdf

2. Please list ALL countries to which you are traveling. Note: Export control Issues vary depending on the country and/or part of the country).

3. What is the purpose of your travel?

    3a. If you are traveling to a conference or meeting, give the full meeting name, say if you will present or just attend, and give a website, if any. If traveling for another reason, specify information about your trip here.

    3b. Who is sponsoring the conference or meeting? Give as much detail as possible about organizations/businesses/ individuals.
    Export control issues vary depending on the country, what You are taking, what info you are presenting, and the foreign Sponsor/government involved.

4. If you will be presenting at a conference or meeting, has your presentation been vetted for export-controlled data or information? Export-controlled data/information could require a license, and information provided at a conference or meeting must be evaluated for possible export control issues. *If you are unsure, contact the Office of Research Compliance.*

    4a. Based on the Export Control training in TrainTraq, would you consider any of the Information in your presentation to be export-controlled?

4b. If yes to 4a, Is it EAR or ITAR controlled? *If unsure, contact the Office of Research Compliance.*

5. What organization or persons (e.g. companies, universities, or professors) will you visit? Please list:
There are 'denied entites' that we are prohibited from doing Business with, or an expert license may be required.

6. Will you receive compensation for your travel expenses or other compensation from a foreign sponsor or government?

    6a. If yes to 6, what foreign sponsor or government?
    Export issues could exist if receiving compensation.

7. Do you plan to hand-carry (or ship) a laptop, mobile computing device, smart phone, or other equipment, data, technology or software (other than basic software such as Microsoft Office, Internet Explorer, Adobe, Firefox) when traveling abroad?

    7a. If yes to 7, please list specific equipment/technology/software (or attach a list). *An export license or license exception may be required depending on what you are taking and the country you are traveling to. Contact A&M-Texarkana Information Technology for help removing all University-related content from your device or obtaining a clean device for the trip.   Enter iSite Ticket Number Here:*

    7b. If yes to 7, will the above mentioned item(s) be used ONLY as a 'tool of the trade,' i.e., just to conduct A&M-Texarkana business, such as present at a conference, conduct research, teach, or make phone calls)?

    7c. Will all items be returned to the US within 12 months?

    7d. If a license or a license or a license exception is required, will the item(s) be under the 'effective control' of A&M-Texarkana personnel while the items are abroad? *Note: 'Effective control' is defined as retaining physical possession of an item or maintaining it in a secure environment such as a hotel safe or a locked or guarded facility.*

8. Do you intend to travel with biological or hazardous materials or scientific instruments containing licensed or hazardous materials?
Some radioactive materials are export controlled and may not be transferred without appropriate authorization.

    8a. If yes to 8, do you have VPAA/CRO approval and an export license?
    If no, the proper authorizations must be obtained prior to shipment.

9. Have you removed export-controlled information from electronic storage media (laptops, memory sticks, mobile computing devices/smart phones. etc.)? *If yes, no export license required for most countries.*

10. Are you sharing A&M-Texarkana developed, non-commercial encryption software in source code or object code? *If yes, an export license may be required. Check with the Office of Research Compliance.*

11. While you are traveling, will you have or share items, documents, information, or data that are related to export-controlled research? *If yes, an export license may be required. Check with the Office of Research Compliance.*

12. Do you know or have any reason to believe that the information or software to be shared will have a military use (e.g. the design development, production or stockpiling or use of a nuclear explosive device, chemical or biological weapons, or missiles)? *If yes, an ITAR license will be required. Check with the Research Compliance Officer.*

13. Completed Export Controls Training within the   Date: past 2 years (TrainTraq #2111212).

14. Completed International Travel Training within   Date: the past 2 years (TrainTraq # 2111728).

15. Completed US Foreign Corrupt Practices Act   Date: training within the past 2 years (# 2113639).

Signature

Traveler: Date:

Review:

RPS Completed (attach copies of RPS form(s), if applicable):

Guidance provided to traveler (include licenses if applicable):

Empowered Official: Date: Approved:

Reason, if denied:

Note: All denials may be appealed to the President with a Statement of Justification.

Legend: EAR – Export Administration Regulations (Dept of Commerce); ITAR – International Traffic in Arms Regulations (Dept of State); VPAA/CRO – Vice President Academic Affairs / Chief Research Officer